



FINANCE COMMITTEE MINUTES
Monday, October 15 2018

5:32 PM
Hillsboro Civic Center Room C207

Public Meeting
150 E. Main Street

CALL TO ORDER

Present: Councilors Darell Lumaco, Fred Nachtigal, and Kyle Allen

Staff Present: Michael Brown, Michelle Wareing, Robby Hammond, Elaine Baker, Jodi Wilson, Kerensa Peirce, Greg Mont, Dan Dias, and Aubrey Minear

Consider Minutes: September 11, 2018

Motion was made by Allen, seconded by Nachtigal, to approve the September 11, 2018 minutes. The motion passed with Lumaco, Nachtigal, and Allen voting in favor.

1. ITEMS FOR RECOMMENDATION TO CITY COUNCIL:

- A. Consider forwarding a recommendation to City Council to approve a new position in the Support Services Fund – Finance Department Purchasing Division at the classification of Management Analyst range 28 in Fiscal Year 2018-19 and any necessary budget revisions including necessary transfer of appropriations.
Staff Report – Jodi Wilson

In response to Councilor Allen, Jodi Wilson confirmed that the suggest pay is comparable to other cities. She said the City currently has staff that can do small plumbing jobs, but the larger jobs are being contacted out.

Motion was made by Nachtigal, seconded by Allen, to forward a recommendation to City Council to approve a new position in the Support Services Fund – Finance Department Purchasing Division at the classification of Management Analyst range 28 in Fiscal Year 2018-19 and any necessary budget revisions including necessary transfer of appropriations. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

- B. Consider forwarding a recommendation to City Council to approve a Pay Range adjustment, 23 to 27, for the classification of a Plumber due to job market and availability of qualified candidates in trade positions. *Staff Report – Jodi Wilson*

In response to Councilor Nachtigal, Jodi Wilson said she is not sure how many staff members the City has with plumbing experience as the large plumbing jobs are contracted out.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve a Pay Range adjustment, 23 to 27, for the classification of a Plumber due to job market and availability of qualified candidates in trade positions. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

- C. Consider forwarding a recommendation to City Council to adopt an ordinance adding Section 3.18.015 to the Hillsboro Municipal Code and amending Section 3.18.100 to clarify procedures related to the creation and implementation of reimbursement districts. Ordinance No. *6281 was available. *Staff Report – Dan Dias*

In response to Councilor Allen, Dan Dias confirmed that the City is not going in a different direction that previously disussed. The proposed tool will aid the City is fulfilling the current vision.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to adopt an ordinance adding Section 3.18.015 to the Hillsboro Municipal Code and amending Section 3.18.100 to clarify procedures related to the creation and implementation of reimbursement districts. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

- D. Consider forwarding a recommendation to City Council to adopt a resolution establishing a reimbursement district application fee for the City of Hillsboro. Resolution No. *2608 was available. *Staff Report – Dan Dias*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to adopt a resolution establishing a reimbursement district application fee for the City of Hillsboro. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

- E. Consider forwarding a recommendation to City Council to approve renewing an assistance agreement with the Hillsboro Chamber of Commerce for the Visitor Information Center for Fiscal Year 2018-19. *Staff Report – Dan Dias*

In response to Councilor Allen, Dan Dias confirmed that the Visitor Information Center agreement is usually renewed in July.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve renewing an assistance agreement with the Hillsboro Chamber of Commerce for the Visitor Information Center for Fiscal Year 2018-19. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

- F. Consider forwarding a recommendation to City Council to approve an intergovernmental agreement with the Hillsboro School District to cooperate on the installation and operation of a fiber optic cable network. *Staff Report – Greg Mont*

Greg Mont explained the financial savings for the City and the Hillsbroo School District.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve an intergovernmental agreement with the Hillsboro School District to cooperate on the installation and operation of a fiber optic cable network. The motion passed unanimously with Lumaco, Nachtigal, and Allen voting in favor.

2. ADVICE/INFORMATION ITEMS:

- A. Monthly Investment Reports – August 2018. *Staff Report – Suzanne Linneen, Michelle Wareing*

There being no further business, the meeting was adjourned at 5:48 PM.